

Headquarters United States European Command

Security Assistance Training Guide

2003-2004

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**** HELP ***
EMERGENCY CHECKLIST FOR NEW PEOPLE

1. WHOM DO I CONTACT FOR HELP?

HQ USEUCOM, ECJ4-ID; Combined Training and Education Branch; Patch Barracks; Stuttgart, Germany

Mr Richard Dyer; commercial phone 49-711-680-8396; E-Mail DYER@EUCOM.MIL

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Fax for All: 49-711-680-7400

2. WHAT ARE MY RESOURCES?

Training Management System (TMS). THE automation software you absolutely need to manage an SA training program. TMS produces the Standardized Training Listing (STL). This is a printout of all requested training for your country and is updated daily (Air Force updates weekly). If you don't have a current one - call us - we'll get it to you!

Reference Publications. See Chapter Two. If you don't have all of yours - call us - we'll get you what you're missing.

Congressional Budget Justification for Foreign Operations for Fiscal Year 2003 (CBJ). This annual document is the State Department justification for international assistance program funding. If you can't find yours - call us - we'll get you the part for your host country. It's also on-line: <http://www.state.gov/m/rm/rls/cbj/2003/>

Your "Two Year Training Plan." This is the plan your predecessor prepared for the IMET or FMS training program that you will be implementing in FY03. If you can't find the current one, call us and we'll send it to you.

3. DO I HAVE TO DO SOMETHING NOW?

Check your STL. Is there a class that starts in the next 30 days? If yes, then you've got a lot to do. You must:

- ☐ Get country to give you a student for training.
- ☐ Give the student an English language-screening (ECL) test.
- ☐ Ensure the necessary security (vetting), political and medical screening (page 3-3, 3-12, 3-13) is accomplished.
- ☐ Get funding approval for the proper U.S. Military Department (MILDEP).
- ☐ Get the student an A-2 visa (see your consular officer).
- ☐ Get the student's airline reservations and plane ticket.
- ☐ Tell the school when the student will be arriving.
- ☐ There's more. See chapter 3, page 3-12 for "Student Processing Checklist" examples.

Are any reports due? See page Chapter 1, page 1-4; "Major Events for FY2003/04".

Are there any conferences or schooling you should attend? See Chapter 6. If you're not sure - call us.

4. OTHER THINGS TO DO WHEN YOU CATCH YOUR BREATH

Is there an English language plan? Who's the English Language Test Control Officer (TCO)? Do you have any English Language Testing Materials that need to be replaced? See Chapter 4.

Get an appointment with host country officials to discuss the SA training program for the coming fiscal year and to start planning for the next year.

Determine status of funding for this year's program. You may not have any!

Call HQ USEUCOM and we'll give you a hand.

